



STATE OF WEST VIRGINIA
APPLICATION FOR TEMPORARY EMPLOYMENT
The Division of Natural Resources is an equal
opportunity employer.

RETURN THIS COPY TO:
Department of Commerce
Division of Natural Resources
Room 675, Building 3, Capitol Complex
1900 Kanawha Boulevard East
Charleston, WV 25305-0660

PLEASE PRINT OR TYPE

| | |
|---|--|
| 1. Name _____ Last First Middle | If so, what programs? _____ |
| 2. Permanent Mailing Address _____ _____ _____ | 12. Do you have dictation skills? _____ If so, how many words per minute? _____ |
| 3. Social Security Number _____ | 13. Rate of pay expected _____ |
| 4. Telephone Number _____ | 14. Are you under 18? _____ |
| 5. For which position(s) are you applying? _____ _____ | 15. Are you willing to travel? _____ |
| 6. Are you a citizen of the United States? _____ _____ | 16. In which counties in West Virginia could you work? _____ _____ _____ Employees are responsible for providing own transportation, locating living quarters and making meal arrangements. |
| 7. Are you, or have you ever been, a resident of West Virginia? _____ | 17. Have you ever worked for the State of West Virginia under a different name? If so explain. _____ _____ |
| 8. Do you have a valid West Virginia driver's license? _____ chauffeur's license? _____ | 18. Have you ever taken any Classified Service examinations through the WV Division of Personnel? _____ |
| 9. When would you be available to begin work? _____ When would you expect to leave? _____ | 19. If yes, for which positions? _____ _____ |
| 10. Do you have typing skills? _____ If so, how many words per minute? _____ | 20. Because of business associations, would there be any conflict of interest in your working for the State of West Virginia? _____ |
| 11. Do you have computer skills? _____ | |

RECORD OF EDUCATION

| | | | | | | | | | | | | |
|------------------------------|----------------------------|---|---|---|---|-------------|---|-------------------|---|-------------------|----|----|
| Circle last grade completed: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| SCHOOL | NAME AND ADDRESS OF SCHOOL | | | | | MAJOR/MINOR | | DID YOU GRADUATE? | | DIPLOMA OR DEGREE | | |
| ELEMENTARY | | | | | | | | | | | | |
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| HIGH | | | | | | | | | | | | |
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| COLLEGE | | | | | | | | | | | | |
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| OTHER (SPECIFY) | | | | | | | | | | | | |
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RECORD OF MILITARY SERVICE

Were you in the US Armed Forces? _____ If yes, what branch? _____

Date of Entry (or Entries) _____

Date of Last Separation _____

Rank at Discharge _____ Service Number _____

List duties in the Service, including special training _____

EMPLOYMENT HISTORY

NAME OF COMPANY _____

ADDRESS _____

TYPE OF BUSINESS _____

LAST POSITION HELD _____

NAME OF SUPERVISOR _____

DESCRIBE THE WORK YOU DID _____

REASON FOR LEAVING _____

EMPLOYED FROM _____

TO _____

STARTING SALARY _____

LAST SALARY _____

PART TIME ☐

FULL TIME ☐

NAME OF COMPANY _____

ADDRESS _____

TYPE OF BUSINESS _____

LAST POSITION HELD _____

NAME OF SUPERVISOR _____

DESCRIBE THE WORK YOU DID _____

REASON FOR LEAVING _____

EMPLOYED FROM _____

TO _____

STARTING SALARY _____

LAST SALARY _____

PART TIME ☐

FULL TIME ☐

If under 18 years of age, name of parent or guardian _____

Address _____

PERSONAL REFERENCES

| | 1. | 2. | 3. |
|------------|----|----|----|
| NAME | | | |
| ADDRESS | | | |
| | | | |
| | | | |
| OCCUPATION | | | |
| PHONE NO. | | | |

What other statements would you care to make regarding your qualifications for the position you seek, or other training experiences, or abilities you have that you feel would contribute to your working expertise?

Have you previously been employed by the Division of Natural Resources? _____ CETA? _____ YACC? _____

GSYP? _____ YCC? _____ Location _____

STATEMENT OF APPLICANT

"I hereby affirm that this application contains no willful misrepresentations or falsifications and that information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsifications, I shall be subject to dismissal."

Date _____

Signature of Applicant _____